**HOLTON PARISH COUNCIL**

Clerk Elaine Day [edayhpc@gmail.com](mailto:edayhpc@gmail.com)

Minutes of the Parish Council Meeting held in the Village Hall on Wednesday 14th November 2018 at 7.30pm

Present; Cllr. M Hart (Chair), Cllr. R Day (Vice chair), Cllr. R Stephenson, Cllr. G Cackett, Cllr. D Fosdike, Cllr. N Kerridge, Cllr. E Rolph and Elaine Day Clerk to the Council.

1. Chair welcomed all to meeting.

Apologies for absence received and accepted from County Cllr. Goldson, District Cllr. Cackett. Prior to the meeting a presentation on behalf Brown & Co was made covering possible development of land off Harrisons Lane, Halesworth.

1. **PUBLIC FORUM**: 8 members of the public attend the meeting and comments were expressed regarding agenda items 7 (ii) and 8 (ii).
2. **DECLARATION OF INTEREST**: Cllr. Day expressed an interest in agenda item 7 (vi). Cllr. Fosdike expressed an interest in agenda item 8 (ii). It was agreed that they would take no part in the respective discussion regarding these matters.
3. **REQUESTS FOR DISPENSATION TO VOTE:** None.
4. **MINUTES OF PREVIOUS MEETINGS:** Cllr. Kerridge proposed acceptance of the minutes to the meeting held on 12/09/2018, Cllr Day seconded. All voted in agreement. Cllr. Day proposed acceptance of the minutes to the meeting held on 15/10/2018, Cllr. Rolph seconded. All voted in agreement.
5. **REPORTS:**
6. No report.
7. No report.
8. CLERK REPORT: It was reported to the Parish Council early October that Japanese Knotweed was growing in Holton Pits. This was advised to Cemex who responded by return email quickly. I met with their representative on the 17th October 2018. The outcome is that they will take the necessary action to remove this, however it can be a lengthy process.

Following remark from a parishioner regarding over hanging trees along Sparrowhawk Way, I have inspected and feel at the moment they are not posing a posing a problem to people walking along the footpath.

All other matters covered within the agenda.

1. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
2. Cllr. Day proposed repair rather than replacement of the bus shelter -Cllr. Fosdike seconded and all voted in favour on cost grounds. Cllr. Cackett and Cllr. Rolph to proceed with matters – estimated cost £250 - £350.00.
3. Meeting was closed at 7.55pm to allow members of the public to update on progress with playground refurbishment and associated costings. Meeting was subsequently re-opened at 8.00pm. Cllr. Cackettt proposed a maximum of £6.5K was allocated from reserves and an application made release of section 106 monies made to assist with the costs, subject to review of quotes and satisfactory proposals and shortfall to be met by fund raising. Cllr. Day seconded and all voted in agreement.
4. Cllr. Day volunteered to apply for grant funding for defibrillator. Estimated cost £3K based on research so far. Update at next meeting.
5. PC Green apologised for absence. (No report)
6. Clerk updated on progress with Lorry Watch. 3 further volunteers have come forward and training will now be arranged.
7. Chair updated on outcome of meeting and an assessment of working hours is to be undertaken and agreed at next meeting for 2019/2020 budget. Agenda item January meeting. (Cllr. Day took no part in discussion)
8. **PLANNING APPLICATIONS:**
9. DC/18/4378/TCA – TPO 313 - 21 Greenbank Holton - No objections unanimous.
10. DC/18/4428/FUL – Erection of new chicken processing factory – Bernard Matthews, Scalesbrook Lane, Holton. Meeting was closed at 8.15pm to allow members of the public to give views. Meeting re-opened at 8.25pm. Members unanimously agreed to object to the proposal in its current format. A summary of concerns/objections will be provided and forwarded and Clerk to request an extension of response deadline to facilitate.
11. It was noted that approval had been given despite strong objections from Parishioners and Parish Council to planning application DC/18/1892/FUL. Clerk to write to SCDC Planning outlining concerns regarding this matter. (Cllr. Fosdike took no part in discussion)
12. **GRANT REQUESTS:** Received from (i) Holton & Blyford Village Hall and (ii) Halesworth Event Management.
13. Cllr. Cackett proposed a grant of £250.00 which was seconded by Cllr. Stephenson and this was unanimously agreed.
14. The request did not receive support due to the focus on Holton based projects and availability of funds at the present time. Clerk to advised of reason for decision.
15. **CORRESPONDENCE:**
16. None.
17. No further correspondence circulated. Members noted pre meeting correspondence provided by email from Clerk.
18. **RFO Report and Bank reconciliation. List of cheques for approval and signature.**

Bank balances are C/A £16,562.94 and S/A £8,512.59 prior to the issues of cheques totalling £1,859.38 as below. A direct credit has been received for £5,570.50 second precept instalment from Waveney District Council and is included in C/A balance. Bank accounts have been reconciled and are available for councillor audit.

Insurance premium below is year 3 of a 5 year undertaking. Assets have been compared to schedule, no amendments required.

Amount VAT element

Holton & Blyford Village Post (Donation) £250.00

Staff costs (September) £262.53

F Masters Ltd (War Memorial Cleaning) £378.00 £63.00

Community Action Suffolk (Website) £60.00 £10.00

Staff costs (October) £320.36

Holton & Blyford Village Hall (Hire) £65.00

Business Services at CAS Ltd (Insurance) £513.51

Elaine Day (Expenditure reimbursement) £9.98

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Total £1.859.38 £73.00

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Qtr 2 Expenditure analysis vs Budget provided to Councillors with explanation of significant variances to plan. There are no areas for concern.

RFO report proposed for acceptance by Cllr. Day seconded by Cllr. Stephenson and all voted in agreement. Bank account reconciled and no matter arising from H 1. Expenditure vs Budget.

Clerk to write letter of appreciation to F Masters Ltd when settling invoice for quality of work undertaken in cleaning war memorial and thanks expressed to Cllr. Stephenson for organising.

1. Date of next meeting 2nd January 2019. Schedule of meetings agreed for 2019.

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**Meeting closed 9.15pm**